

Executive Officer, Office of Scientific
Intelligence

11 September 1956

Chief, Records Management Staff

Audit of OSI Records Disposition Program

1. Your revised Records Control Schedule has been reviewed by this staff and is approved for application.

2. The Records Disposition Program in the Office of Scientific Intelligence has made substantial gains during the past fiscal year. An appraisal of the data contained in your memorandum of 22 August reflects savings of over \$17,000 in filing equipment through the destruction and retirement of inactive records. Of greater importance, however, is the fact that the Office of Scientific Intelligence destroyed or retired more records than were created during the past fiscal year. This is a significant accomplishment and one of the major objectives of our program for the Agency.

3. I would especially like to commend Mrs. [REDACTED] and her assistant, Mrs. [REDACTED] for their important contribution toward making the program a success. We will be glad to render assistance wherever needed.

25X1A9a

25X1A9a

25X1A9a

Attachments

25X1A9a

Mgt/S/RMS [REDACTED] jml(10Sept.56)

Case File
OSI